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ABSTRACT

As part of an early awareness initiative, the United States Department of Education developed an interactive software package to provide early information to middle school and high school students about postsecondary education opportunities, costs of attendance, and availability of financial aid. This user's guide describes how to install and use the graphical menu-driven AWARE software program. AWARE includes three components: (1) an interactive game, "The Search for Infinite Wisdom," targeted at 5th through 8th grade students which focuses on staying in school, planning ahead, and financial aid; (2) three screen shows comprising a component on higher education and financial aid, focusing on why to stay in school, how to choose a school, and how to get money for school; and (3) a financial need estimator providing a calculation of estimated financial need and types of financial aid that might be available for a student based on entry of six data items. It also includes a screen show covering other eligibility requirements for financial aid and ways to reduce the cost of education. Appendices are: (1) List of Occupations; (2) How to Choose a School Checklist; (3) List of Sources; and (4) AWARE Error messages. (JBJ)

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USER'S GUIDE
Version 1.0

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Section 1: Introduction to AWARE

Introduction

The AWARE Early Awareness Software package is a PC-based software program which is provided and supported free of charge by the U.S. Department of Education. As part of an early awareness initiative, the Department of Education developed this software package to provide early information to middle school and high school students about postsecondary education opportunities, costs of attendance, and availability of financial aid. This interactive software may be used by high school, junior high school, and middle school counselors, as well as by Financial Aid Administrators and Admissions counselors at postsecondary institutions.

The AWARE software is a graphical menu-driven program that includes the following components:

Component 1 - The Search for Infinite Wisdom (Game)

This interactive game, targeted at 5th through 8th grade students, focuses on the themes of "Stay in School," "Plan Ahead," and "Financial Aid is Available."

Component 2 - Higher Education and Financial Aid (Screen Shows)

Three screen shows comprise this component, targeted at early high school students and providing information on these topics:

- Why Stay in School
- How to Choose a School
- How to Get Money For School

Component 3 - Financial Need Estimator

This component will provide a calculation of estimated financial need and types of financial aid that might be available for a student based on entry of 6 data items. It also includes a screen show covering other eligibility requirements for financial aid and ways to reduce the cost of education.

Section 2: Installing AWARE

System Requirements

The AWARE software has been developed to operate on IBM personal computers or compatible environments using DOS version 3.0 or higher. PC's should have between 4 and 18 megabytes of available hard disk space (depending on whether a partial or full install is performed), 640K memory (2 meg of expanded memory supporting LIM EMS 4.0 is recommended), and have 16 color VGA video capability. A printer is not required, but AWARE will work with any standard printer.

2.1 Backing Up or Duplicating AWARE Program Disks Using Diskcopy

A backup copy of these diskettes should be made prior to starting the installation process. In order to make backup and additional copies of the diskettes, the DOS **Diskcopy** command is recommended. To make backup copies you will need four formatted high density diskettes, either 3 1/2" or 5 1/4" disk depending on the format being used.

Using Diskcopy

The **Diskcopy** command is used as follows:

Syntax **diskcopy** [drive1:[drive2:]] /v

Parameters **drive1**: Specifies the drive containing the source disk.

drive2: Specifies the drive containing the destination disk.

 /v Verifies that the information is copied correctly.

On the following page is an example of the **diskcopy** command using one disk drive as both the source and destination drives.

Note: DOS is a registered trademark and Diskcopy is a trademark of Microsoft Corporation.

Section 2: Installing AWARE

- At the DOS prompt type **diskcopy a: a: /v** and press the **ENTER** key.
- The **diskcopy** command will display the following message: **Insert SOURCE diskette in drive a:.** The **SOURCE** diskette will be the AWARE program disks that are to be copied.
- Diskcopy will then read some information from the source disk and then display the following message: **Insert DESTINATION diskette in drive a:.** The **DESTINATION** disk is the one you will be copying the AWARE program to. At this point remove the source disk from drive a: and place the destination disk into drive a: and press the **ENTER** key. (Note: if the disk you are copying to is not formatted, diskcopy will format the disk for you while it is copying the files.)
- Diskcopy will write the disk information to the destination disk, and will then prompt you to place the source disk into the drive again. Remove the destination disk and replace it with the source disk. This procedure will continue until the disk has been copied.
- After copying, diskcopy will display the following message: **Copy another diskette (Y/N)?**
- If "Y" is pressed, diskcopy will prompt you to enter another source diskette into the drive. The process will repeat as stated above. Do this for all four of the AWARE program disks. (If you wish to stop performing a **diskcopy**, press "N".)

Note: To exit the installation at any time during the install process, press the **ESC** key. This will terminate the installation process and return to the DOS prompt.

2.2 Installing AWARE

The entire AWARE software installs from four 3 1/2" or 5 1/4" high density diskettes to a hard disk drive. The AWARE software package has been designed to install incrementally onto a hard drive. This means that if desired or due to hard disk limitations, specific segments of the program may be installed.

Section 2: Installing AWARE

AWARE can be installed on any local hard disk drive by following these steps.

- Insert diskette number 1 into the floppy disk drive.
- At the DOS prompt (>) enter the drive letter of the floppy disk drive followed by a colon (i.e. A: or B:) and press the "ENTER" key.
- At the DOS prompt (>) type "INSTALL" and press the "ENTER" key. This will execute the installation program.

The AWARE background screen will be displayed on the screen, followed by a blue text box containing overview information on the AWARE software product. Press the "ENTER" key to continue with the installation.

A second text screen will appear displaying the hardware requirements needed in order to run the AWARE software. Compare these requirements to the hardware configuration of the computer on which AWARE is being installed. If any of the requirements are not met, then the AWARE program cannot be run on this machine. If the configuration requirements have been met, press the "ENTER" key to continue.

The third screen has an interactive menu system which provides options for performing either a partial or complete installation of the AWARE software package. Examples of reasons for performing only a partial install are: not all of the applications would be appropriate for the students which would be using the software or there is not enough existing hard disk space to perform a complete installation of AWARE. The selection menu displays an approximate disk space requirement for each of the individual components of the AWARE software package. This information should be compared to the actual amount of disk space currently available on the hard drive. To select a component for installation, use the arrow keys to highlight each component and press the "ENTER" key. An arrow will appear next to each component as it is selected. If all of the components are to be selected for installation, press the F2 key. Once all desired components have been selected, press the F10 key to begin the installation.

Section 2: Installing AWARE

Another screen will appear prompting for the path where the software is to be loaded. This allows the software to be loaded to any hard drive or directory specified by the user. Once the specified path has been entered, press the "ENTER" key to continue with the installation. The program will create a sub-directory called 'AWARE10' in the specified path and begin loading the software.

As the installation continues, the program will prompt for the remaining diskettes to be inserted into the floppy drive as needed. After installation is complete, the program will prompt for the original diskette (diskette 1), to be placed back in the floppy drive. The installation will then return to the DOS prompt at the AWARE sub-directory. To start the AWARE program, type "AWARE" at the prompt.

2.3 Executing AWARE From DOS

AWARE can be executed by accessing the directory named 'AWARE10' on the specified path and typing 'AWARE' at the DOS prompt (>) followed by pressing the 'ENTER' key. The AWARE program will then start. The first two screens displayed will be U.S. Department of Education introduction screens followed by a general information screen on how the software operates and what its components are. After reading these notes, press the Space Bar on the keyboard to advance to the main menu screen.

2.4 AWARE Main Menu

The AWARE main menu is a graphical representation of each of the components of the software package.

The top section of the menu screen contains the AWARE components: the interactive game (Search For Infinite Wisdom), the three screen shows (Why Stay In School, How To Choose A School and How to Get Money For School), and the financial need estimator. The middle section of the menu screen contains the following administrative options: adjust screen timing, turn help screens on/off, and system information.

Section 2: Installing AWARE

For a detailed description of these functions please consult the Administrative Options section of this guide. The last function on the menu screen is the Quit option. Selecting Quit will terminate the program and return to the DOS prompt.

Access to any of these components can be performed in one of two ways, either with a mouse or by using the keyboard. If using a mouse, place the mouse pointer on the graphic of the function to be accessed and click the left mouse button. If using a keyboard, press the key that corresponds to the letter in parentheses under the graphic of the function to be accessed.

Note: In order to use a mouse, the mouse device driver must be loaded.

Section 3: The Search For Infinite Wisdom

The Search For Infinite Wisdom Game

This interactive game, targeted at 5th through 8th grade students, focuses on the themes of "Stay in School," "Plan Ahead," and "Financial Aid is Available." Through the use of an adventure game, the student is lead on a journey to find the Keeper of Infinite Wisdom and must make decisions along the way which reinforce the target themes. Making an incorrect decision may result in the loss of money, points, or one of three lives given to each player. If all three lives are lost, the player may start the game over and try again.

The game is designed to run using either a mouse or a keyboard. If a mouse is being used place the mouse pointer on the desired game button and press the **left mouse button**; if using a keyboard press the letter found in parentheses on the game button.

Getting started:

From the main menu screen, either use the mouse or keyboard to select the Search For Infinite Wisdom component. The first screen will be an animated screen of a monkey swinging through the trees. To start the game click on the "Start" button if using a mouse, or press the "S" key if using the keyboard. The monkey will drop from the trees and the game will start. A text box, appearing in the upper half of each screen in the game, provides the player with directions on how to proceed.

Getting around the game screens:

- To remove or show the Text Box on the screen, click on the Text button if using a mouse or press the "T" key if using a keyboard.
- To remove or show the contents of the Backpack, click on the **Backpack** button if using a mouse or press the "B" key if using a keyboard. Once the contents have been viewed, either click on the **Backpack** button again, or press the "B" key a second time to remove the Backpack from the screen.

Section 3: The Search For Infinite Wisdom

- To select Help and have a Help screen appear in the game window, click on the **Select Help** button if using a mouse or press the "H" key if using a keyboard. In order to remove the Help screen, use the mouse to click on the **Exit Help** button, or press the "H" key a second time.
- To exit the game at any time, click on the **Quit** button if using a mouse or press the "Q" key if using a keyboard. This will return control back to the main menu screen.

To move between game screens:

- Select the **UP** (▲) arrow to move to the next screen, or if a valid direction, to proceed forward.
- Select the **LEFT** (◀) arrow to proceed to the left.
- Select the **RIGHT** (▶) arrow to proceed to the right.

To respond to questions:

- If using a mouse, click on the button which represents the chosen response. If using the keyboard press the key which corresponds to the chosen response, (i.e. if the selected answer is "1" then press the "1" key on the keyboard).

Section 4: *Why Stay In School*

Why Stay In School

This screen show is targeted at early high school students and provides them with information on why staying in school is important. It teaches the student that there are decisions that they need to make about their future and this process starts now, in high school. The student is reminded that there are resources, both money and people with advice, that will help them define and reach their goals.

The timing of the screen show can be controlled for the proper reading speed using the Adjust Screen Timing function in the Administrative section of the Main Menu. The timing can be set on a scale from 01 (fastest) to 10 (slowest). This timing will affect the running speed of all the screen shows. For more detailed instructions on setting the timing function, see the Administrative Options section in this guide.

The screen show is designed to run continuously without interaction from the audience. The audience can control the show using the buttons on the toolbar if desired; however, the show can be set up to run as a demonstration tool. Once the show has started, the screens will continuously scroll through the show at the selected speed from the timing function, as discussed earlier. Since the shows can run independently, they can be used as attention grabbers at college nights or in career centers. The approximate self-running time of this show at speed "05" is five to seven minutes depending on the type of computer being used.

Getting Started:

In order to start the "Why Stay In School" screen show, click the mouse on the icon over top of the title or press the "W" key at the Main Menu. The first screen that will appear is an initial help screen. This screen summarizes the objectives of the show and describes the functionality of moving around in the show. This screen can be shut off so that it does not display each time the show is run. Turning off the initial help screen can be done through an option in the Administrative Section of the Main Menu. Like the timing function, the initial help screens will be turned on or off for all the shows. For more detailed instructions on setting the initial help function, see the Administrative Options section in this guide.

Section 4: Why Stay In School

Getting around the screen show:

Located at the bottom of each screen is a toolbar that contains several buttons which control the flow of the screen show. Either a mouse or keyboard can be used to activate each of these buttons. If using a mouse, place the pointer on the button to be selected and press the left mouse button; if using a keyboard press the letter indicated in parentheses on the button. If a button is "grayed-out" (shows no color) then that button cannot be activated on that particular screen.

Button definitions are given below:

- "Yes"/"No" Used to answer questions that may arise in the screen show
- "Help" Used to activate the help screen
- "Print" Used when the screen show asks if the printing of a report is desired (Note: a report will be printed only if connected to a printer)
- "Pause" Allows you to stop the show temporarily until the button is pressed a second time or the "Next" or "Previous" button are pressed.
- "Next" Used to advance to the next screen manually
- "Previous" Used to go back to the previous screen
- "Quit" Used to exit from the screen show and return to the menu screen

Answering "Yes/No" Questions:

During the show there are decision points where input is requested of the viewer. The first decision point is the question, "Well, do you think you want to go to school?". The question requires a Yes/No response from the viewer. If the viewer does not respond, then the default to this question is "No". If "No" is answered, the screen show continues with further information encouraging the student to continue on with their education. Once the end of the show is reached, the show will restart automatically. The show will continue running until it is stopped by the viewer.

Section 4: Why Stay In School

If the viewer responds to the first decision point and answers "Yes," then the show will go to the second decision point. This second question will be reached only if the viewer responds with a "Yes" to the first question. The second decision point asks the question, "Do you think you can afford to go to school?". This question also requires a Yes/No response from the viewer. Depending on the answer, the viewer is prompted to watch either **How to Choose a School** or **How to get Money for School** screen shows. The show then stops and is returned to the Main Menu.

The list of occupations which is referenced in the software can be found in Appendix A. This list can be copied and distributed to students as a prompt for ideas discussed in the screen shows.

Section 5: How To Choose A School

How To Choose a School

This screen show provides the student with information on how to choose a school. It addresses questions that the student should consider when searching for a postsecondary school. The student will gain insight into the types of schools and programs, environment, services and costs of attending a postsecondary school. The screen show encourages the student to evaluate the school against his/her educational needs and goals.

The timing of the screen show can be controlled for the proper reading speed with the Adjust Screen Timing function in the Administrative Section of the Main Menu. The timing can be set on a scale from 01 (fastest) to 10 (slowest). This timing will affect the running speed of all the screen shows. For more detailed instructions on setting the timing function, see the Administrative Options section in this guide.

The screen show is designed to run continuously without interaction from the audience. The audience can control the show using the buttons on the toolbar if desired; however, the show can be set up to run as a demonstration tool. Once the show has started, the screens will continuously scroll through the show at the selected speed from the timing function, as discussed earlier. Since the shows can run independently, they can be used as attention grabbers at college nights or in career centers. The approximate self-running time of this show at speed "05" is 19 to 22 minutes depending on the type of computer being used.

Getting Started:

In order to start the "How To Choose A School" screen show, click the mouse on the icon over top of the title or press the "H" key at the Main Menu. The first screen that will appear is an initial Help screen. This screen summarizes the objectives of the show and describes the functionality of moving around in the show. This screen can be shut off so that it does not display each time the show is run. Turning off the initial Help screen can be done through an option in the Administrative Section of the Main Menu. Like the timing function, the initial help screens will be turned on or off for all the shows. For more detailed instructions on setting the initial help function, see the Administrative Options section in this guide.

Section 5: How To Choose A School

Getting around the screen show:

Located at the bottom of each screen is a toolbar that contains several buttons which control the flow of the screen show. Either a mouse or keyboard can be used to activate each of these buttons. If using a mouse, place the pointer on the button to be selected and press the left mouse button; if using a keyboard press the letter indicated in parentheses on the button. If a button is "grayed-out" (shows no color) then that button cannot be activated on that particular screen.

Button definitions are given below:

- | | | |
|---|------------|---|
| - | "Yes"/"No" | Used to answer questions that may arise in the screen show |
| - | "Help" | Used to activate the help screen |
| - | "Print" | Used when the screen show asks if the printing of a report is desired (Note: a report will be printed only if connected to a printer) |
| - | "Pause" | Allows you to stop the show temporarily until the button is pressed a second time or the "Next" or "Previous" button are pressed. |
| - | "Next" | Used to advance to the next screen manually |
| - | "Previous" | Used to go back to the previous screen |
| - | "Quit" | Used to exit from the screen show and return to the menu screen |

Screen Show Sub-Menus:

During the show there are sub-menus which provide more detailed information on separate topics. A topic in these sub-menus may be selected by either clicking on the icon with the mouse, or by pressing the corresponding key on the keyboard. If no topic is desired, selecting "On with the Show" will continue the screen show skipping, all of the sub-menu options. If the screen show is running without interaction from the viewers, the show will automatically choose each sub-menu option consecutively from left to right until all have been shown. Once the end of the screen show is reached, it will restart automatically unless stopped by the viewer.

Section 5: How To Choose A School

A list of questions to ask when choosing a school can be found in Appendix B. This list can be copied and distributed to students to provide them with a framework for comparing different schools and helping them find a school that meets their goals and expectations.

Section 6: How To Get Money For School

How To Get Money For School

This screen show provides the student with information on how to obtain money for school and how to reduce costs and expenditures. The student is made aware of budgets and how to assess the costs associated with a post-secondary education. The many different types of financial aid are also discussed including information on how to apply for Federal Financial Aid. If students wish to print a list of financial aid resources they may also do this through the screen show, provided a printer is connected to the computer.

The timing of the screen show can be controlled for the proper reading speed with the Adjust Screen Timing function in the Administrative Section of the Main Menu. The timing can be set on a scale from 01 (fastest) to 10 (slowest). This timing will affect the running speed of all the screen shows. For more detailed instructions on setting the timing function, see the Administrative Options section in this guide.

Getting Started:

In order to start the "How To Get Money For School" screen show, click the mouse on the icon over top of the title or press the "G" key at the Main Menu. The first screen that will appear is an initial help screen. This screen summarizes the objectives of the show and describes the functionality of moving around in the show. This screen can be shut off so that it does not display each time the show is run. Turning off the initial help screen can be done through an option in the Administrative Section of the Main Menu. Like the timing function, the initial help screens will be turned on or off for all the shows. For more detailed instructions on setting the initial help function, see the Administrative Options section in this guide.

The screen show is designed to run continuously without interaction from the audience. The audience can control the show using the buttons on the toolbar if desired; however, the show can be set up to run as a demonstration tool. Once the show has started, the screens will continuously scroll through the show at the selected speed from the timing function, as discussed earlier. Since the shows can run independently, they can be used as attention grabbers at college nights or in career centers. The approximate self-running time of this show at speed "05" is 20 to 24 minutes depending on the type of computer being used.

Section 6: How To Get Money For School

Getting around the screen show:

Located at the bottom of each screen is a toolbar that contains several buttons which control the flow of the screen show. Either a mouse or keyboard can be used to activate each of these buttons. If using a mouse, place the pointer on the button to be selected and press the left mouse button; if using a keyboard press the letter indicated in parentheses on the button. If a button is "grayed-out" (shows no color) then that button cannot be activated on that particular screen. Within this screen show there are some screens that will have highlighted words in the text. Definitions for these words are given on the help screen. To view the definition, press the "Help" button.

Button definitions are given below:

- "Yes"/"No" Used to answer questions that may arise in the screen show
- "Help" Used to activate the help screen
- "Print" Used when the screen show asks if the printing of a report is desired (Note: a report will be printed only if connected to a printer)
- "Pause" Allows you to stop the show temporarily until the button is pressed a second time or the "Next" or "Previous" button are pressed.
- "Next" Used to advance to the next screen manually
- "Previous" Used to go back to the previous screen
- "Quit" Used to exit from the screen show and return to the menu screen

Screen Show Sub-Menus:

During the show there are sub-menus which provide more detailed information on separate topics. A topic in these sub-menus may be selected by either clicking on the icon with the mouse, or by pressing the corresponding key on the keyboard. If no topic is desired, selecting "On with the Show" will continue the screen show skipping all of the sub-menu options. If the screen show is running without interaction from the viewers, the show will automatically choose each sub-menu option consecutively from left to right until all have been shown. Once the end of the screen show is reached, it will restart automatically unless stopped by the viewer.

Section 6: How To Get Money For School

A list of sources referenced in the software can be found in Appendix C. This list can be copied and distributed to students equipping them with a reference list of some of the many publications which provide information on financial aid programs.

Section 7: Financial Need Estimator

Financial Need Estimator

This screen show provides a calculation of estimated financial need and types of financial aid that might be available for a student based on the entry of 6 data items. An estimated Expected Family Contribution (EFC) is calculated first. The student may then choose the type of school they wish to attend to get an estimated cost for that type of institution, followed by an estimated need for financial aid. If the student appears eligible for a Federal Pell Grant, the estimated amount of the grant will be calculated and displayed. If the students wish to print a copy of the results of these calculations, they may do so through the screen show provided a printer is connected to the computer. The screen show also covers other eligibility requirements for financial aid and ways to reduce the cost of education.

The screen show is designed to run continuously without interaction from the audience. The audience can control the show using the buttons on the toolbar if desired; however, the show can be set up to run as a demonstration tool. Once the show has started, the screens will continuously scroll through the show at the selected speed from the timing function, as discussed earlier. The approximate self-running time of this show at speed "05" is 7 to 10 minutes depending on the type of computer being used.

Getting around the screen show:

Located at the bottom of each screen is a toolbar that contains several buttons which control the flow of the screen show. Either a mouse or keyboard can be used to activate each of these buttons. If using a mouse, place the pointer on the button to be selected and press the left mouse button; if using a keyboard press the letter indicated in parentheses on the button. If a button is "grayed-out" (shows no color) then that button cannot be activated on that particular screen.

Button definitions are given below:

- "Yes"/"No" Used to answer questions that may arise in the screen show
- "Help" Used to activate the help screen
- "Print" Used when the screen show asks if the printing of a report is desired (Note: a report will be

Section 7: Financial Need Estimator

- "Pause" printed only if connected to a printer)
Allows you to stop the show temporarily until the button is pressed a second time or the "Next" or "Previous" button are pressed.
- "Next" Used to advance to the next screen manually
- "Previous" Used to go back to the previous screen
- "Quit" Used to exit from the screen show and return to the menu screen

Section 8: Administrative Options

Administrative Options

The following administrative options are provided in order to make the AWARE software more user friendly: Adjust Screen Timing, Turn Help Screens On/Off, and System Information.

8.1 Adjust Screen Timing

The speed of the screen shows can be adjusted using the **Adjust Screen Timing** function. The administrator can adjust the scrolling speed of the screens from a level of "01," which is the fastest speed, to a level of "10" which is the slowest. This is very useful when running the software for audiences with varied reading speeds. Although some people read faster than others the speed can be set slow enough to cover a wider range of audience. The default setting is "05" which is an average reading speed. In order to access this option either click on the **Adjust Screen Timing** icon using a mouse, or press the "A" key on the keyboard.

8.2 Turn Help Screens On/Off

At the beginning of AWARE and at the beginning of each screen show, a general Help screen appears giving a brief description of the component and the toolbar. This was provided as a help to those using AWARE for the first time. If the initial Help screens no longer have to be displayed, the administrator has the ability to toggle them "off" using this function. **(Note that this option does not turn off the Help screens found within each of the screen shows, only the Help screen that appears when the screen show is started.)** To access this function, click on the **Turn Help Screens On/Off** icon if using a mouse, or press the "T" key on the keyboard.

Section 8: Administrative Options

8.3 System Information

This option allows the administrator to view some basic information about the system on which AWARE is running. This information includes the type of video the system is using and how much memory is currently available. To access this option click on the **System Information** icon if using a mouse or press the "I" key on the keyboard.

Appendix A: List Of Occupations

List Of Occupations

The following is a list of average starting salaries based on minimum level of education and additional training where required:

With a High School diploma:

Emergency Medical Technician	\$17,000
Dispensing Optician	\$15,000
Photography (Diploma and Training)	\$15,000
Licensed Practical Nurse	\$10,000
Farm Work	minimum wage

With an Associate's Degree:

Legal Assistant	\$20,000
Air Traffic Controller	\$20,000
Registered Nurse	\$15,000
Broadcast Technician	\$15,000
Electrocardiograph Technician	\$13,000
Dental Hygienist	\$12,500

With a Bachelor's Degree:

Bioengineering	\$30,776
Software Design and Development	\$30,503
Actuary	\$28,714
Systems Analyst and Designer	\$28,220
Consultant	\$28,157
Mathematician/Statistician	\$26,141
Financial/Treasury Analyst	\$25,780
Market Research	\$24,526
Architect	\$23,041
Law Enforcement	\$20,918
Fund Raising/Development	\$18,983
Teaching	\$18,909

Sources: But What If I Don't Want to go to College?, A Guide to Successful Careers Through Alternative Education, Harold G. Unger, 1992, Facts on File, NY.

The American Almanac of Jobs and Salaries, John W. Wright and Edward J. Dwyer 1990, Avon Books, NY.

How to Choose a School Checklist

The following are questions that may help in determining which school meets your needs.

General Questions:

- What do you want to study?
- What schools offer those programs?
- Where are they located?
- How much will school cost?
- What student services do they offer?

Environment:

- Will you be comfortable there?
- Are there opportunities for you to develop personally as well as academically?

Campus, Buildings & Classrooms:

- Does the school have a campus?
- Is it in an Urban, Suburban, or Rural Area?
- Does the school provide a free shuttle service?
- Are freshmen allowed to have cars on campus?
- Is parking included in your student fees? If it is extra how much is it?
- Is the campus safe?
- Is there an escort service after dark?
- Is there a security system in the dormitories that monitors visitors?
- Of the students that live on campus, how many leave for the weekends?
- Are there things to do on the weekends?
- What is the average class size for introductory courses? For upper level courses?
- Are computers available to use for your classwork?
- Are there well-equipped labs? practice rooms? studios?
- Is there a library? How many books does it contain?
- Is there quiet space for studying?

Environment (Cont'd):

Student Activities:

Are there organized activities at the school?

Is there a student government that gives students a voice in the way the school is run?

Are there clubs that interest you?

Are there fraternities and sororities?

Are there student, professional, or trade associations related to your career interests?

If you will live in a dorm, is there a council that plans activities and watches out for the interests of the residents?

Recreation & Entertainment:

Does the school have a recreation facility?

Does it have a pool, a track, weight rooms, or other things that suit your recreation interests? Is that important to you?

Is there a student center or union building, some place you can meet with other students?

Does the center have bowling alleys, ping pong tables, or other things you would be interested in using?

Is there a campus radio or television station, if that interests you?

Are there school-sponsored concerts, lectures, theaters, movies, art galleries or athletic events?

If you have special hobbies or belong to clubs, will you be able to continue them at school?

Athletics:

Does the school offer athletics? Is it important to you? Are you interested in the types of sports the school offers?

Does the school offer scholarships for your sport?
Does the school promote sports and academics?
Will you have the opportunity to get a good education?
Is having a top-ranked team at your school important to you?

Environment (Cont'd):

Community:

What is the ethnic makeup of the community?
What is the political climate? What is the schools reputation in the community?
Can you shop nearby?
Are there recreational and cultural activities?
Would you feel comfortable living there?

Services:

Academic Advisement & Career Planning:

Does the school offer these two services?
Will the school help you find careers that fit your interests and abilities if you are unsure about a major or about career opportunities after you graduate?

Career Placement:

Does career placement invite companies to the school to interview students in your field of study?
Are there workshops on resume writing? Interviewing for a job?
Do these services cost extra or are they included in your student fees?

Educational Support Programs:

Is there tutoring? Is there a mentoring program?

Faculty:

How many teachers are there?

What is the student to teacher ratio?

How many teachers work full-time? Part-time?

What education and degrees do the faculty members have?

Will introductory classes be taught by faculty or by graduate assistants?

Services (Cont'd):**Health/Insurance:**

Is there a clinic or other health facility on campus?

Is health insurance available for you? For your children? For your spouse?

If you have a personal crisis, will help be available?

Is there a psychologist, or other licensed counselors at school? Full-time?
Part-time?

Do you have to pay extra for these services or are they covered by student fees?

Student Employment:

Is there a student employment service to help you find a job? During the school year? During the summer?

Appendix C: Sources Of Information (Financial Aid)

AWARE
How To Get Money For School

Sources of Information on Financial Aid

Title : 100 Ways Colleges Serve Adults
Author/Editor : The College Board
Year Published : 1990
Publisher's Name : The College Board
Address : Box 886
New York , NY 10101
Telephone :

Title : After Scholarships, What?
Author/Editor : Ed. of Peterson's Guides
Year Published : 1981
Publisher's Name : Peterson's Guides, Inc.
Address : 166 Bunn Dr., PO Box 2123
Princeton , NJ 08543
Telephone : (800) 338-3282

Title : Alternative Approaches to Tuition Finance
Author/Editor : Foose, R. & Meyerson, J.
Year Published : 1986
Publisher's Name : N.A.C.U.B.O.
Address : 1 Dupont Cir., Suite 500
Washington , DC 20036
Telephone : (202) 861-2500

Title : Applying For Financial Aid
Author/Editor : American College Testing Program
Year Published : 1992
Publisher's Name : ACT Publications
Address : PO Box 168
Iowa City , IA 52243
Telephone :

Title : Bright Ideas-The Ins and Outs of Financial Aid
Author/Editor : Carpenter, Donna Sammons
Year Published : 1992
Publisher's Name : Simon & Schuster
Address : 1230 Ave. of the Americas
New York , NY 10020
Telephone :

Title : Campus Health Guide
Author/Editor : Otis, C. & Goldingay, R.
Year Published : 1989
Publisher's Name : The College Board
Address : Box 886
New York , NY 10101
Telephone :

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How To Get Money For School

Sources of Information on Financial Aid

Title : Chronicle Financial Aid Guide
Author/Editor : Chronicle Guidance Publishing
Year Published : 1992
Publisher's Name : Chronicle Guidance Pub, Inc.
Address : 66 Aurora St. PO Box 1190
Moravia , NY 13118
Telephone : (800) 622-7284

Title : College Bound
Author/Editor : United Methodist Church
Year Published : 1989
Publisher's Name : The United Methodist Church
Address : P.O. Box 871
Nashville , TN 37202
Telephone :

Title : College Check Mate
Author/Editor : Adams, Jamelle P.
Year Published : 1989
Publisher's Name : Octameron Press
Address : PO Box 3437
Alexandria , VA 22302
Telephone : (703) 823-1882

Title : College Choices of Academically Able Students
Author/Editor : Chapman, R. & Jackson, R.
Year Published : 1987
Publisher's Name : The College Board
Address : Box 886
New York , NY 10101
Telephone :

Title : College Planning/Search Book
Author/Editor : American College Testing Program
Year Published : 1992
Publisher's Name : ACT Publications
Address : PO Box 168
Iowa City , IA 52243
Telephone :

Title : Coping with Stress in College
Author/Editor : Rowh, Mark
Year Published : 1989
Publisher's Name : The College Board
Address : Box 886
New York , NY 10101
Telephone :

AWARE**How To Get Money For School****Sources of Information on Financial Aid**

Title : Cutting College Costs, A Parent's Guide
Author/Editor : Donald, Bruce
Year Published : 1982
Publisher's Name : E.P. Dutton, Inc.
Address : 2 Park Ave.
New York , NY 10016
Telephone :

Title : Directory of Financial Aids/Minorities
Author/Editor : Schlachter, Gail Ann
Year Published : 1991
Publisher's Name : Reference Services Press
Address : 1100 Industrial Rd, St. 9
San Carlos , CA 94070
Telephone : (415) 594-0743

Title : Directory of Financial Aids/Women
Author/Editor : Schlachter, Gail Ann
Year Published : 1991
Publisher's Name : Reference Services Press
Address : 1100 Industrial Rd, St. 9
San Carlos , CA 94070
Telephone : (415) 594-0743

Title : Don't Miss Out, Guide to Financial Aid
Author/Editor : Leider, R. & Leider, A.
Year Published : 1990
Publisher's Name : Octameron Press
Address : PO Box 3437
Alexandria , VA 22302
Telephone : (703) 836-5480

Title : Fin. Aid for Research, Study, Travel etc
Author/Editor : Schlachter, G. & Weber
Year Published : 1990
Publisher's Name : Reference Services Press
Address : 1100 Industrial Rd, St. 9
San Carlos , CA 94070
Telephone : (415) 594-0743

Title : Financial Aid Officers, What They Do
Author/Editor : Moore, Donald
Year Published : 1986
Publisher's Name : Octameron Press
Address : P.O. Box 3437
Alexandria , VA 22303
Telephone : (703) 823-1882

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How To Get Money For School

Sources of Information on Financial Aid

Title : Financial Aids for Higher Education
Author/Editor : Keeslar, Oreon
Year Published : 1991
Publisher's Name : William C. Brown
Address : 2460 Kerper Blvd.
Dubuque , IA 52001
Telephone :

Title : Financial Resources for International Students
Author/Editor : Inst. of International ED
Year Published : 1989
Publisher's Name : Peterson's Guides, Inc.
Address : 166 Bunn Dr., PO Box 2123
Princeton , NJ 08543
Telephone : (800) 338-3282

Title : Finding Financial Resource for Adults
Author/Editor : The College Board
Year Published : 1985
Publisher's Name : The College Board
Address : Box 886
New York , NY 10101
Telephone :

Title : Free-access Higher Education
Author/Editor : Willingham, Warren W.
Year Published : 1970
Publisher's Name : The College Board
Address : Box 886
New York , NY 10101
Telephone :

Title : Going to College While Working
Author/Editor : Hawes, Gene R.
Year Published : 1985
Publisher's Name : The College Board
Address : Box 886
New York , NY 10101
Telephone :

Title : Grants For Graduate Students 1986-88
Author/Editor : Leskes, Andrea, ed.
Year Published : 1986
Publisher's Name : Peterson's Guides, Inc.
Address : 166 Bunn Dr., PO Box 2123
Princeton , NJ 08543
Telephone :

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Sources of Information on Financial Aid

Title : How Americans in Transition Study
Author/Editor : Aslanian, C. & Brickell, H.
Year Published : 1988
Publisher's Name : The College Board
Address : Box 886
New York , NY 10101
Telephone :

Title : How the Military Will Help Pay for College
Author/Editor : Betterton, Don M.
Year Published : 1985
Publisher's Name : Peterson's Guides, Inc.
Address : 166 Bunn Dr., Dept. 5606
Princeton , NJ 08540
Telephone : (800) 225-0261

Title : How to Decide, A Guide for Women
Author/Editor : Scholz, Prince, Miller
Year Published : 1985
Publisher's Name : The College Board
Address : Box 886
New York , NY 10101
Telephone :

Title : How to Pay for Your Children's College
Author/Editor : Krefetz, Gerald
Year Published : 1988
Publisher's Name : The College Board
Address : Box 886
New York , NY 10101
Telephone :

Title : Index of Majors and Graduate Degrees
Author/Editor : The College Board
Year Published : 1992
Publisher's Name : College Board Publications
Address : Box 886
New York , NY 10101
Telephone :

Title : Index of Majors, 1992
Author/Editor : The College Board
Year Published : 1991
Publisher's Name : The College Board
Address : Box 886
New York , NY 10101
Telephone :

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How To Get Money For School

Sources of Information on Financial Aid

- Title : Lovejoy's Guide to Financial Aid
Author/Editor : Leider, Robert, ed.
Year Published : 1987
Publisher's Name : Simon and Schuster, Inc.
Address : One Gulf-Western Plaza
New York , NY 10023
Telephone :
- Title : Need a Lift?: Educational Opportunities
Author/Editor : American Legion
Year Published : 1992
Publisher's Name : American Legion Education Division
Address : P.O. Box 1050
Indianapolis , IN 46206
Telephone :
- Title : Paying for Your Education, Adult Guide
Author/Editor : The College Board
Year Published : 1983
Publisher's Name : The College Board
Address : Box 886
New York , NY 10101
Telephone :
- Title : Profiles in Achievement
Author/Editor : Holloway, Charles M.
Year Published : 1987
Publisher's Name : The College Board
Address : Box 886
New York , NY 10101
Telephone :
- Title : Radical Reform or Incremental Change?
Author/Editor : Gladieux, Lawrence E.
Year Published : 1989
Publisher's Name : The College Board
Address : Box 886
New York , NY 10101
Telephone :
- Title : Scholarships, Fellowships, and Loans
Author/Editor : Kirby, Debra M., ed.
Year Published : 1992
Publisher's Name : Gale Research, Inc.
Address : 835 Penobscot Bldg.
Detroit , MI 48226
Telephone : (800) 347-4253

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Sources of Information on Financial Aid

Title : Student Guide to USDE Financial Aid
Author/Editor : U.S. Dept. of Education
Year Published : 1993
Publisher's Name : U.S. Dept. of Education
Address :

Telephone : (800) 4FE-DAID

Title : Student Survival Guide
Author/Editor : The College Board
Year Published : 1990
Publisher's Name : The College Board
Address : Box 886
New York , NY 10101

Telephone :

Title : The A's and B's of Academic Scholarships
Author/Editor : Klosky, Deborah, ed.
Year Published : 1991
Publisher's Name : Octameron Press
Address : PO Box 2748
Alexandria , VA 22302

Telephone : (703) 836-5480

Title : The College Blue Book
Author/Editor : Macmillan Publishing
Year Published : 1989
Publisher's Name : Macmillan Publishing Co.
Address : 866 Third Ave.
New York , NY 10022

Telephone :

Title : The College Cost Book
Author/Editor : The College Board
Year Published : 1992
Publisher's Name : College Board Publications
Address : Box 886
New York , NY 10101

Telephone :

Title : The College Cost Book 1989-90
Author/Editor : College Scholarship Service
Year Published : 1989
Publisher's Name : The College Board
Address : Box 886
New York , NY 10101

Telephone :

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How To Get Money For School

Sources of Information on Financial Aid

Title : The College Handbook
Author/Editor : The College Board
Year Published : 1992
Publisher's Name : College Board Publications
Address : Box 886
New York , NY 10101
Telephone :

Title : The College Handbook, 1989-90
Author/Editor : The College Board
Year Published : 1989
Publisher's Name : The College Board
Address : Box 886
New York , NY 10101
Telephone :

Title : The College Money Handbook
Author/Editor : Hegener, Karen C.
Year Published : 1983
Publisher's Name : Peterson's Guides, Inc.
Address : 166 Bunn Dr., PO Box 2123
Princeton , NJ 08540
Telephone :

Title : The College Tuition Spiral
Author/Editor : Hauptman, Arthur M.
Year Published : 1990
Publisher's Name : Macmillan Publishing Co.
Address : 866 Third Ave.
New York , NY 10022
Telephone :

Title : The Directory of Athletic Scholarships
Author/Editor : Green, Alan
Year Published : 1987
Publisher's Name : Facts on File Publications
Address :
New York , NY
Telephone :

Title : The Road to College
Author/Editor : Wiche & The College Board
Year Published : 1991
Publisher's Name : W.I.C.H.E. Publications
Address : P.O. Drawer P
Boulder , CO 80301
Telephone : (303) 541-0200

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How To Get Money For School

Sources of Information on Financial Aid

Title : The Scholarship Book: The Complete Guide
Author/Editor : Cassidy, Daniel J.
Year Published : 1990
Publisher's Name : Prentice Hall, Inc.
Address :
Englewood Cliff , NJ 07632
Telephone :

Title : The Student Guide to Fellowships & Internships
Author/Editor : Student of Amherst College
Year Published : 1980
Publisher's Name : E.P. Dutton, Inc.
Address : 2 Park Ave.
New York , NY 10016
Telephone :

Title : Winning Money for College
Author/Editor : Deutschman, Alan
Year Published : 1987
Publisher's Name : Peterson's Guides, Inc.
Address : 166 Bunn Dr., PO Box 2123
Princeton , NJ 08543
Telephone : (800) 338-3282

Title : Your College Application
Author/Editor : Gelband, Kubale, Schorr
Year Published : 1986
Publisher's Name : The College Board
Address : Box 886
New York , NY 10101
Telephone :

Title : Your Own Financial Aid Factory
Author/Editor : Leider, Robert
Year Published : 1980
Publisher's Name : Octameron Press
Address : PO Box 3437
Alexandria , VA 22302
Telephone : (703) 836-1019

Appendix D: AWARE Error Messages

AWARE Error Messages

The following errors may occur when starting the AWARE software. Possible solutions are listed at the end of each error section. If errors cannot be solved easily, please call technical support.

Error 1 - "AWARE requires 768K of expanded memory - Not enough available"

There is insufficient expanded memory available. This error indicates that your current expanded memory available is less than the minimum of 768K to run AWARE.

Possible solutions:

- 1) Use an expanded memory manager, if you are not currently.
- 2) Use an expanded memory manager that supports LIM EMS 4.0.
- 3) Increase the amount of memory configured as expanded memory.

Error 2 - "AWARE requires 450K of conventional memory - Not enough available"

There is insufficient conventional memory available. This error indicates that your current conventional memory available is less than the minimum of 450K to run AWARE.

Appendix D: AWARE Error Messages

Possible solutions:

- 1) Remove any Terminate Stay Residents (TSR's) from the conventional memory.
- 2) Eliminate any recursive menu calls. Do not run AWARE under an operating system such as Windows or any other menu software which could use additional conventional memory.
- 3) Remove unnecessary drivers and/or any other sources of conventional memory use.

Error 3 - "AWARE requires a 16 color VGA monitor - Current video adaptor not supported."

This error indicates that your current VGA adaptor is not compatible with the AWARE software.

Possible solution:

- 1) Replace or upgrade your current VGA card.

Error 4 - "Font File Did Not Load - LoadFontFile0."

This error indicates that your available expanded memory has been exhausted.

Appendix D: AWARE Error Messages

Possible Solutions:

- 1) Use an expanded memory manager, if you are not currently.
- 2) Use an expanded memory manager that supports LIM EMS 4.0.
- 3) Increase the amount of memory configured as expanded memory.